

## TEXAS BOARD OF NURSING

Position Description

March, 2012

- I. TITLE: Investigator III - Registered Nurse (1352) (B16)
- II. DEFINITION: Under minimal supervision, conducts complex investigations of alleged violations of the laws, rules and regulations pertaining to professional and vocational nursing, primarily focusing on nursing practice issues.
- III. QUALIFICATIONS:
  - A. Personal Characteristics
    - 1. High degree of professional integrity
    - 2. Appropriate manner and conduct
    - 3. Good judgment
    - 4. Honesty
    - 5. Initiative
    - 6. Objective Attitude
    - 7. Flexibility
  - B. Education

Associated Degree or Diploma in nursing from an accredited or approved nursing program. Two years of experience or specialized training in related nursing area. Must possess a current unencumbered Texas Nursing license.
  - C. Knowledge, Skills and Abilities
    - 1. Ability to write and speak effectively.
    - 2. Knowledge of investigative methods and process.
    - 3. Knowledge of state statutes and rules governing the practice of professional and vocational nursing in the State of Texas.
    - 4. Knowledge of the Administrative Procedures and Texas Register Act.
    - 5. Skill in objectively presenting evidence and testimony at informal conferences and formal disciplinary hearings.
    - 7. Ability to apply Board policies and procedures.
    - 8. Skill in computer word processing
- IV. RESPONSIBILITIES:

Directly responsible to the Senior Investigator. The Investigator III accomplishes the functions outlined in Section V in accordance with established policies and procedures.

## V. FUNCTIONS:

- A. Conduct investigations of licensees' alleged violations of the rules and regulations pertaining to professional and vocational nursing.
  - 1. Receive assigned and prioritized cases against nurses.
  - 2. Analyze complaints to develop investigative plan.
  - 3. Prepare subpoena's for relevant records.
  - 4. Conduct on-site investigations, as necessary, to interview witnesses and identify additional documentary evidence.
  - 5. Prepare witness affidavits/statements.
  - 6. Prepare reports and documentation of investigative activities.
  - 7. Recommend appropriate case disposition to the Senior Investigator.
  - 8. Participate in depositions.
  - 9. Prepare cases for informal conferences/formal disciplinary hearings.
- B. Participate in informal conferences/formal disciplinary hearings.
  - 1. Ensure that the documentary evidence and witness testimony are prepared for presentation at the hearing.
  - 2. Testify and formal disciplinary hearing.
  - 3. Ensure that Orders of the Board are prepared and distributed in an accurate and timely manner.
- C. Assist in the education of the public, employers and nurses (RN and LVN).
  - 1. Respond to inquiries regarding the NPA., the rules, policies and procedures of the BNE.
  - 2. Assists new Board staff in learning the investigative process.
  - 3. Refer questions regarding licensing, education or nursing practice to appropriate Board staff.

## VI. CONDITIONS OF EMPLOYMENT

- A. Refer to personnel policies for other conditions of employment.
- B. Up to 25% travel.
- C. This position is not exempt from the Fair Labors Standards Act.